



STATE OF CONNECTICUT • COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET • P. O. BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

Ad Hoc Design Review Board Meeting Minutes

Thursday, October 14, 2010
7:00 PM – Conference Room
Ellington Town Annex

Members Present: Janet Marshall, Gary Chaplin, Michele Beaulieu, Kevin Zahner and Robert Dawson

Other Present: Peter Williams

1. Call to Order: Chairman Bob Dawson called the meeting to order at 7:01.

2. Citizens Forum/Public Comments: None

3. New Business

1. Senior Center Design

The Human Services Commission will shortly be establishing a steering committee for a new senior center. The committee will be responsible, along with other items, for getting a site and design selected. It is anticipated they will be looking for some guidance from the DRB. A review of the new committee's scope outline was done, with consensus that when the time comes, the DRB would be happy to help the SCSC with any design related issues.

2. Design Review Guide

The DRB should produce their Design Review Guide in a format that can be handed out and posted on the Town's website. With this in mind, a review of the Town of Old Saybrook's Design Review Guide was done and it was determined to use a similar format. A draft text for a Design Review Guide will be made available for the Board's review at the next meeting.

5. Adjournment

**MOVED (Beaulieu) SECONDED (Marshall) AND PASSED UNANIMOUSLY TO
ADJOURN THE MEETING AT 7:58 PM OF THE AD HOC DESIGN REVIEW
BOARD**

Respectfully Submitted,

Peter Williams

Design Review Guide

The Process

Incorporated in 1786 on land that was once known as the Great Marsh, Ellington is a growing community with rural charm and suburban convenience, located 15 minutes from Hartford.

The Town is a blend of agriculture and industry, businesses and homes, nestled in the Connecticut River Valley and set against the backdrop of the Shenipsit State Forest. With over 3,000 acres under cultivation, Ellington remains one of the largest agricultural production towns in Connecticut. Ellington has a population of 14,568 (2009 estimate) and it covers 34.6 sq. miles in Tolland County.

Ellington's Design Review strives to protect and enhance the town's unique qualities by carrying out economic development under design objectives. The purpose of this Guide is to help applicants in presenting projects to the Planning and Zoning Commission.

What is Design Review?

Design Review is part of the zoning permit process that pays special attention to areas within a town that have historical, architectural or cultural merit.

The purpose of Design Review is to protect the character of the town and to ensure that new development, or changes to existing development, are compatible with the surrounding neighborhoods.

The Design Review process considers a wide range of design issues. These include such things as open space and natural features, pedestrian and traffic control, building scale and massing, architectural history and details, signs and advertising features, landscaping and site lighting.

How does Design Review Benefit the Town?

Design Review is a very important tool for protecting community character and revitalizing areas targeted for development. It allows the Town to look beyond the specifics of a proposed development, and consider it's context and how a project will fit and benefit its surroundings. Design Review benefits the town and individual property owners in important ways:

- Reinforce community identity
- Enhance and protect property values
- Promote economic development

How do I know if Design Review applies to my project?

The Design Review Board has been charged to review all commercial and industrial applications presented to the Planning and Zoning Commission.

What does the Design review focus on?

The Ad Hoc Design Review Board focuses on the following design aspects in proposals referred to the Board by the Planning and Zoning Commission. Such reviews use the Zoning Regulations of the Town of Ellington as the standards for design.

- Compatibility to surrounding areas
- General aspects of the building design
- Building locations and orientation
- Parking
- Site Lighting
- Pedestrian access & walkways
- Landscaping, buffer zones & site amenities

What should I expect from the process?

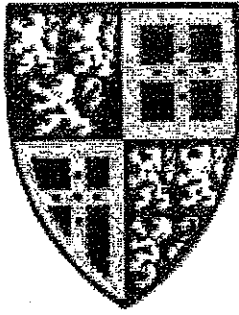
The Design Review Committee advises to the Planning & Zoning Commission on design issues, meet one or two weeks before the Planning & Zoning meetings.

The Design Review Committee will meet with the applicant if possible and forward design comments to the Planning & Zoning Commission, for their appropriate decisions.

It is often best if you can meet with the Land Use Department staff before completing the plans for your proposal. They can offer ideas about particular concerns or issues that may arise during the review of your project. By meeting with staff early, these points can be incorporated into your project before you have made a significant investment of time and money. In some cases, staff can approve small projects in just a few days. Others may take a month or more depending on the complexity of the project.

Additional Information

- **Ellington Land Use Departments**
Town Hall Annex
57 Main Street
Ellington, Ct 06029
860 870 3120



DESIGN REVIEW GUIDE

The Process

Old Saybrook is well known as a community with a high quality of life, small and cohesive neighborhoods, a vibrant downtown and waterfront - all on the spectacular setting of Long Island Sound and the mouth of the Connecticut River. This deserving reputation is due in part to the town's small size, entrepreneurial spirit, civic-minded citizens and active government. One of the many factors that makes Old Saybrook such a great place to live, work and visit is the community's attention to detail and respect for its natural, architectural and cultural heritage.

Old Saybrook's Design Review process strives to protect and enhance the town's unique qualities and strong "sense of place" by carrying out economic development under design objectives. The purpose of this Design Review Guide is to help applicants in preparing projects to be reviewed by the Architectural Review Board. Through materials such as this, the Land Use agencies seek to make information available well before the final design of a project, saving the applicant and the Town time and money.

WHAT IS DESIGN REVIEW?

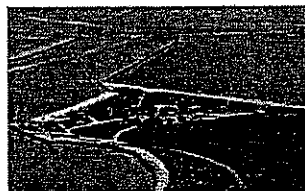
Design Review is part of the zoning permit process that makes recommendations to the Zoning Commission, Planning Commission and Zoning Board of Appeals for commercial, industrial, municipal, and multi-family building design. Old Saybrook has used Design Review since 1997 as a tool for maintaining the town's special character and appeal, and high quality of life.

The purpose of Design Review is to protect the character of these special places and to ensure that development or changes to existing development has a harmonious relationship to its surroundings in regard to adjacent buildings, the neighborhood, the overall character of the town, the site and the natural environment. Design Review works to keep Old Saybrook from looking and feeling like "Anywhere, USA."



Old Saybrook Town Hall

The Design Review process considers the "character" of improvements/structures/buildings. These include such things as building scale and massing, materials, parking, pedestrian walkways, landscaping, signs and lighting. The Design Review process also considers the Site Plan Objectives of Section 51.5 of the Zoning Regulations i.e., traffic access and off-site improvements, on-site circulation and parking, landscaping and screening, lighting, cultural, natural and historic resources and neighborhood character. Each issue considered may appear individually small, however, in combination, can make the difference between a good project and a bad



Aerial View Lighthouses

HOW DOES DESIGN REVIEW BENEFIT THE TOWN?

Design Review is a tool for protecting community character and revitalizing areas targeted for development. It allows the Town to look beyond the specifics of a proposed development and consider its context and how a project will fit and benefit its surroundings. Design Review benefits the community and individual property owners in many important

Reinforce Community Identity

Old Saybrook has a special character. Think about your neighborhood, the waterfront or Main Street - if you saw a photograph of one of these places, could you tell it was Old Saybrook or does it look just like any other small town? A great many communities across the country are struggling to maintain their identity. We all want to improve the quality of life and make our town more attractive. Old Saybrook already has a strong character and high quality of life. Design Review helps protect this asset for future generations.

Enhance and Protect Property Values

Design Review helps assure property owners that their investment will be protected. Just as traditional zoning prevents landfills from locating in a residential neighborhood, Design Review tries to ensure that the character of the neighborhood is maintained. Improvements in the quality of design stabilize and, in some cases, enhance the value of property. This, in turn, makes the property more attractive for investment and benefits the overall character of the neighborhood and the Town.



William Parker House, 1646

Promote Economic Development

Design Review is an especially important tool for commercial districts where increased private investment and maintaining an image of vitality is the goal. Places like the Main Street Shopping District and marine commercial development along the Connecticut River rely heavily on Design Review to protect and enhance public and private investments, and to support and encourage appropriate new or renovation to commercial properties. The same is true for many other places around the country that



Saybrook Point Inn & Marina

HOW DO I KNOW IF DESIGN REVIEW APPLIES TO

The Old Saybrook Zoning Regulations require all commercial, industrial, municipal and multi-family housing proposals go to the Architectural Review Board for design review. All new or modified signs should come before the Board for review.

Staff in the Land Use Department can provide you with an application form and the appropriate section of the Design Review Guide that applies to your project. The type and location of the proposal will determine the specific design

WHAT SHOULD I EXPECT FROM THE PROCESS?

It is best if you can meet with the Land Use Department Staff in the early stages of planning your proposal. They can offer ideas about particular concerns or issues that may arise during the review of your project. By meeting with the staff early, these points can be incorporated into your project before you have made a significant investment of time and money. In some cases, staff can approve small projects in a few days. Others may take more time and/or additional reviews, depending on the complexity of the project. The ARB reports to the Zoning Commission for its consideration in making its final decision.

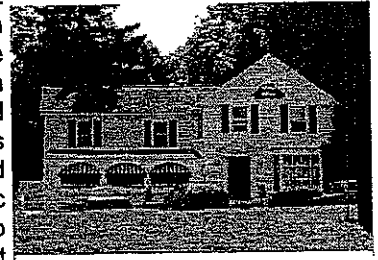
Projects going through Design Review are evaluated in three basic stages: (1) Staff reviews the application and provides comments to the Architectural Review Board; (2) the Architectural Review Board meets with the applicant

and forwards comments to the Zoning Commission; and, (3) the Zoning Commission considers comments provided by the Staff, the Architectural Review Board, and testimony from the



Pashbeshauke Pavilion

The Architectural Review Board advises the Zoning Commission on design issues, and meets the 2nd and 4th Monday of each month at 7:00 p.m. in the Teacher's Lounge at the Middle School on Sheffield Street. The Zoning Commission makes the final decision, and meets the 1st and 3rd Monday. The public has an opportunity to review and comment on all development projects requiring a permit from the Zoning Commission, and there is a 15 day appeal period after



Historic James Pharmacy

ADDITIONAL INFORMATION

town zoning permits & general information

- **Old Saybrook Land Use Boards**
302 Main Street, Old Saybrook, CT 06475
860.388.3131

town building permits

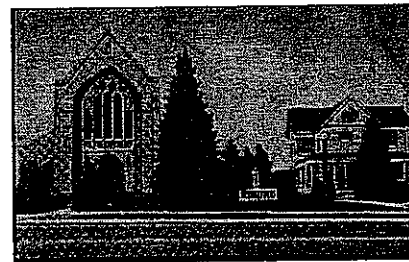
- **Old Saybrook Building Department**
302 Main Street, Old Saybrook, CT 06475
860.388.3131

historic preservation and rehabilitation tax credits

- **Connecticut Trust for Historic Preservation**
940 Whitney Ave., Hamden, CT 06517
203.562.6312 www.cttrust.org

historic rehabilitation and preservation

- **National Trust for Historic Preservation**
785 Massachusetts Ave. NW, Washington, DC 20036
800.944.6847 www.nationaltrust.org



Grace Episcopal Church

With thanks to the Burlington, Vermont Department of Planning & Zoning who graciously shared the format they had produced for the Burlington Design Review Guide.